MOODLE QUICK START GUIDE FOR STUDENTS

Online Learning

E-Learning -ALTERA VITA

JANUARY 1, 2022

ALTERA VITA
Kepos-Manna, Syros 84100 - Greece

Online Learning

E-Learning -ALTERA VITA
Social Cooperative of the Cyclades

Moodle Quick Start Guide

for Students

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Getting Started in Moodle

1.1 Getting to Moodle

How you can get to the **Altera Vita e-Learning MOODLE Platform**:

- Go to E-Learning -ALTERA VITA Moodle page directly at https://e-learning.alteravita.eu/

1.2 Logging in to Moodle

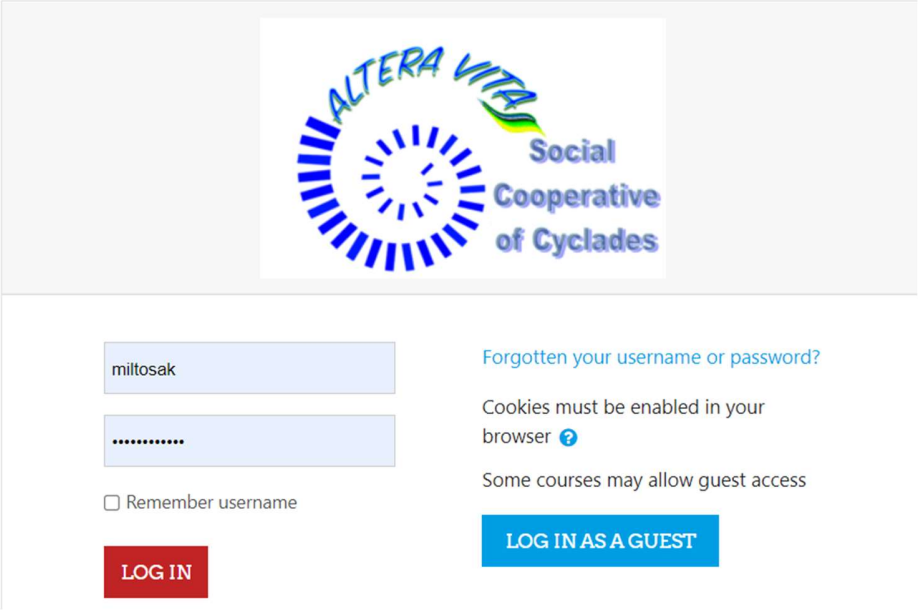
- Is this your first time here?

For full access to this site, you first need to create an account, following this link: https://e-learning.alteravita.eu/login/signup.php?

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

To Login to Moodle:

- Click the **Log in** link in the upper right corner of the Moodle homepage.
- Enter your username and password



1.3 Finding Your Courses

Once you are logged into Moodle, you will be taken to the **Dashboard** where you will have threeways to access your course(s).

- On the left side of the screen there is a menu block that will have a section within the blue **Navigation drawer** labeled *My courses* where you will see your course(s) listed. If you don't seeyour courses, click the 3 horizontal lines *hamburger icon* to expand the navigation drawer (fig 1).
- Scroll down the page until you see **My courses** (fig 2).
- In the same blue menu block there is a link labeled **Dashboard**. Clicking this link will pull up your course overview in the middle of the screen where all of your classes will be listed (fig 3).

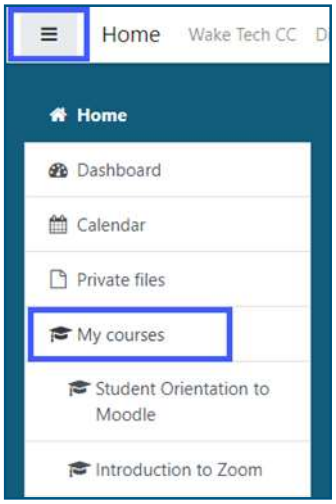


Fig 1. Course links in NavigationDrawer and Hamburger icon.

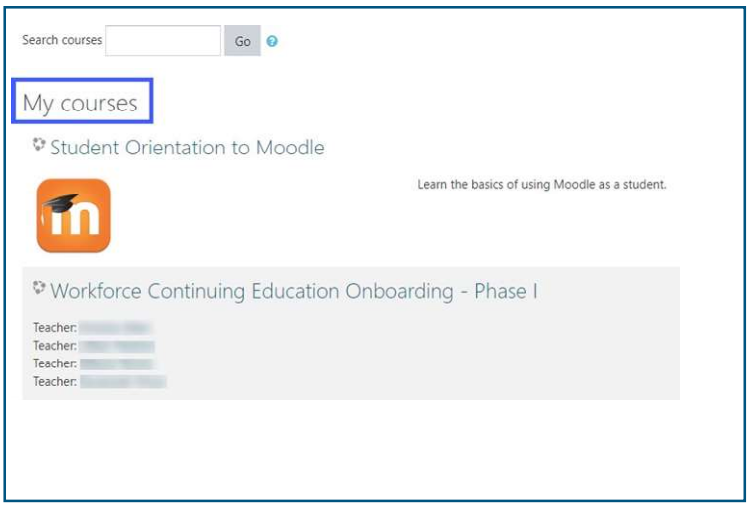
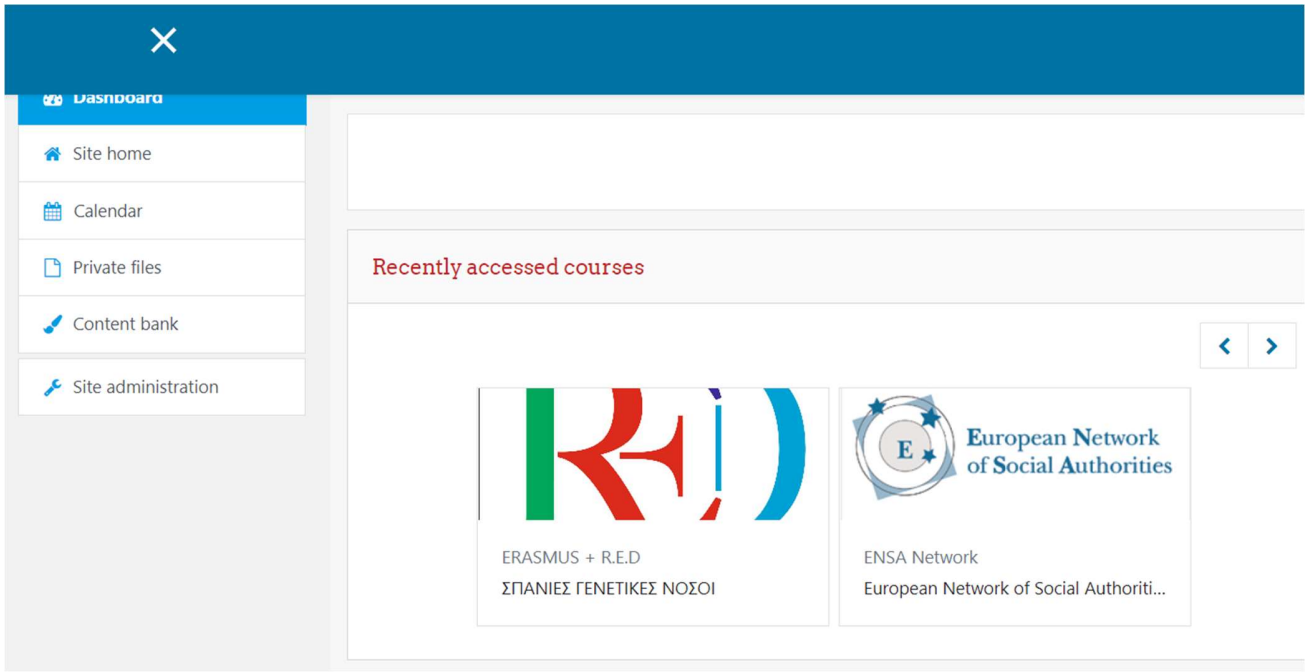


Fig 2. Course links below Announcements.



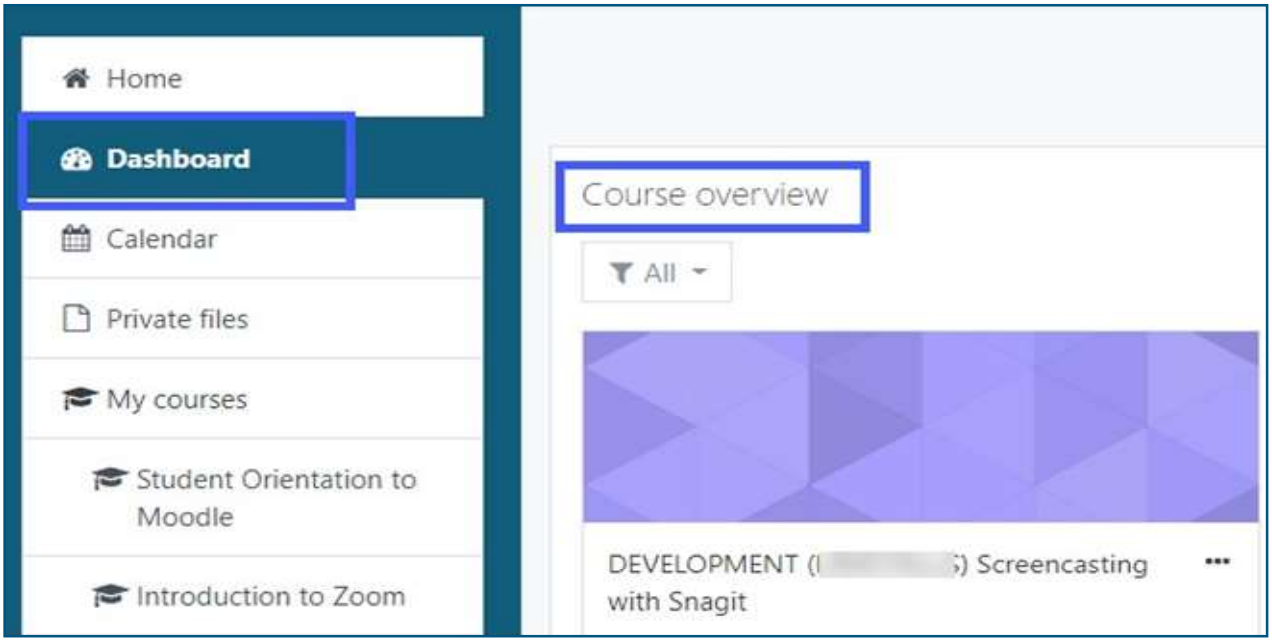
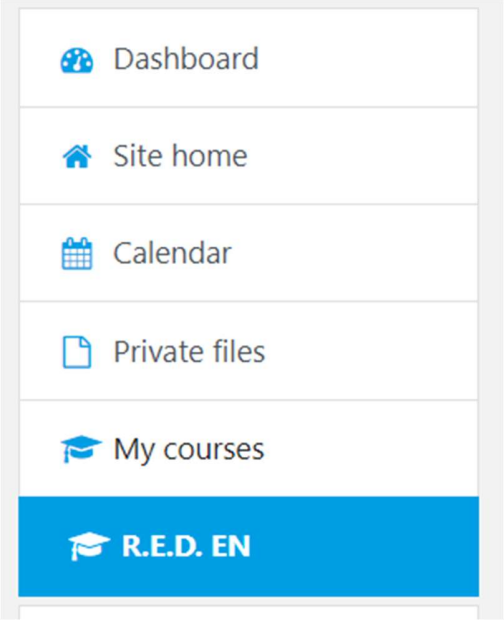


Fig 3. Click Dashboard link to view your course list.



★ **Watch the video**: Finding your way around by Learn Moodle 3.9 Basics

1.4 Understanding your Dashboard

- In Course Overview, you may view your courses as a *Card, List*, or *Summary* (fig 4).
- Star, or bookmark, courses by clicking the **3 ellipses icon** next to the title of a course. You may also remove courses from view from the same drop-down menu (fig 5).
- To filter and view courses, click the **All** button under Course overview and make a selection from the dropdown menu (fig 6).
- Organize the contents of your Dashboard by clicking the **Customize this page** button in theupper right corner of the screen underneath your name and then drag and drop the content blocks around the page using the double arrow icons (fig 7).
- When you are finished, click the **Stop customizing this page** button, or **Reset page to default**
- button in the upper right hand corner of the screen (fig 7).

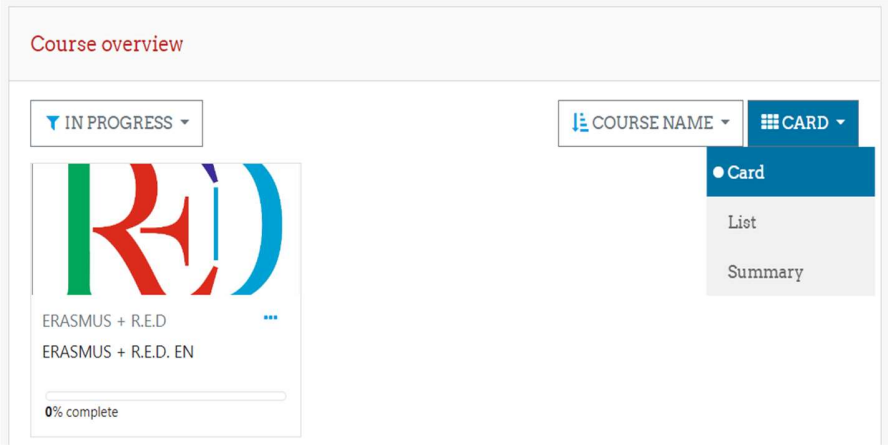


Fig 4. Card, List, and Summary view options.

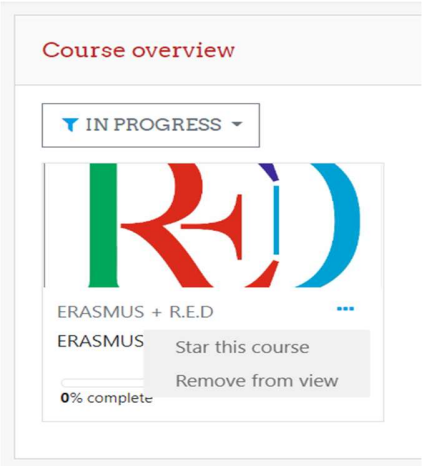


Fig 5. Star or remove from view.

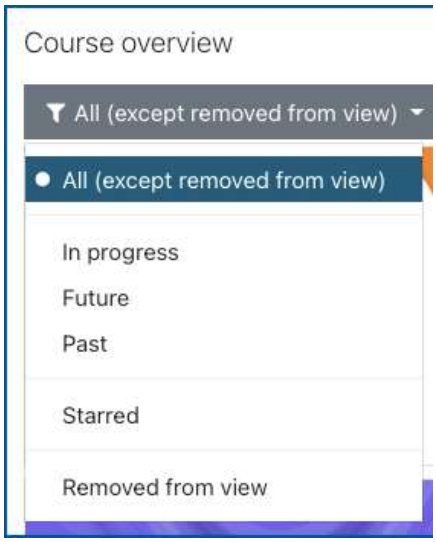


Fig 6. Filter and view your courses.

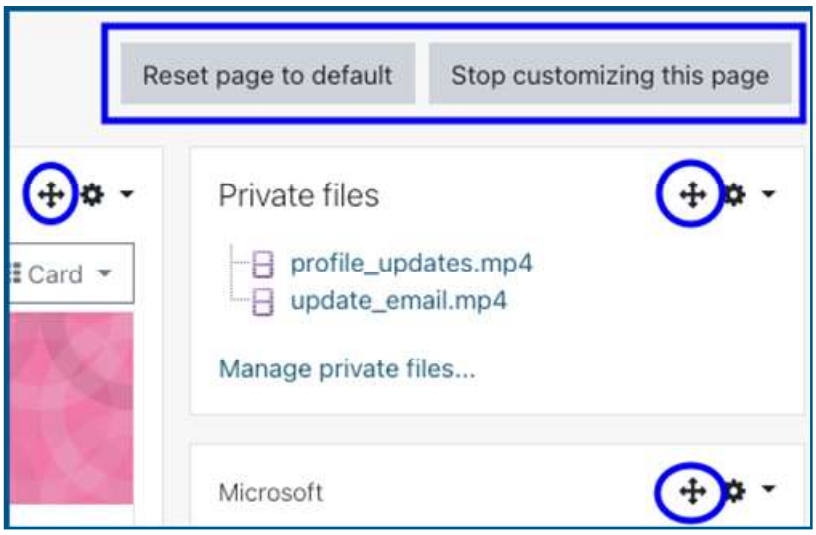


Fig 7. Use the double arrow icons to drag and drop sections around the page

★ **Watch the video**: Dashboard by Learn Moodle 3.9 Basics
More videos in the link : https://www.youtube.com/c/moodle/videos

Taking a Course in Moodle

2.1 The Course Layout

Each course that is offered in Moodle will look slightly different from one another depending on how the instructors set up the features, but all courses function in the same way. Click on the link tothe course you want to access. Once you are in your course, you will see there are three sections toeach course page:

- The **Navigation drawer** on the left side contains a link to grades and each section of the course which may be listed as Topics or by Week (fig 8).
- The center section of the page is where the course content is located. It will be presented with text, links, activities, forums, quizzes, assignments, pages, books, images, and/or videos (fig 9).

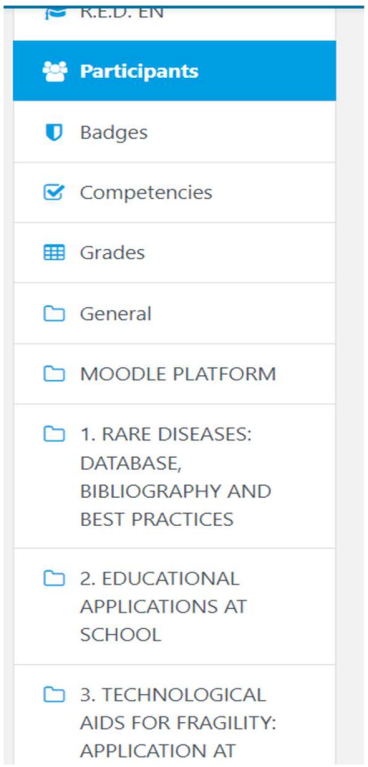


Fig 8. Navigation drawer

Fig 9. Topic section of a course

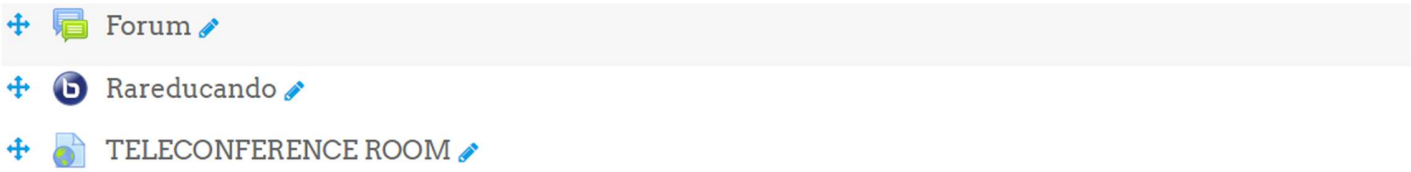
- The right side of the page are blocks that the instructors can customize to contain various typesof information such as Activities, links to outside resources, Upcoming events, Latest news, contact information, and/or Search forums (fig 10).
- *Fig 10. A block containing links to course features*

Activities
Assignments
Feedback
Forums
Quizzes
Resources

OVERVIEW

Evaluation
Certificate
Moodle App video
Moodle app installation
User badges
Dashboard
Site home
Calendar
Private files
My courses
R.E.D. EN
Site administration
Klass
Moodle theme
ENGLISH (EN)
ERASMUS + R.E.D. EN
Dashboard / My courses / R.E.D. EN
General
Your progress
RAREDUCANDO EDUCAZIONE DIGITALE

ALTERA VITA
Social
Cooperative
of Cyclades
P63 E.E.C. INTERNATIONAL
NET WORK WORD COMMUNICATION


Forum
Rareducando
TELECONFERENCE ROOM

2.2 Taking a Quiz or Exam

1. Click on the link to the quiz you are attempting. Quizzes and exams are denoted by an icon witha piece of paper with a red check mark on top.
2. Click on the **Attempt quiz now** button.
3. Answer the quiz question and click the **Next page** button in the lower right corner to continue tothe next question, or the **Previous page** button to return to previous questions.
4. If you aren't sure about an answer, you may click the **Flag question** link on the left of the screen to set a reminder to return to that question before you submit for a final grade (fig 11).
5. In the **Quiz navigation** block, questions that have been answered will be filled halfway with grayshading and Flagged questions will have a red triangle in the upper right corner (fig 11).

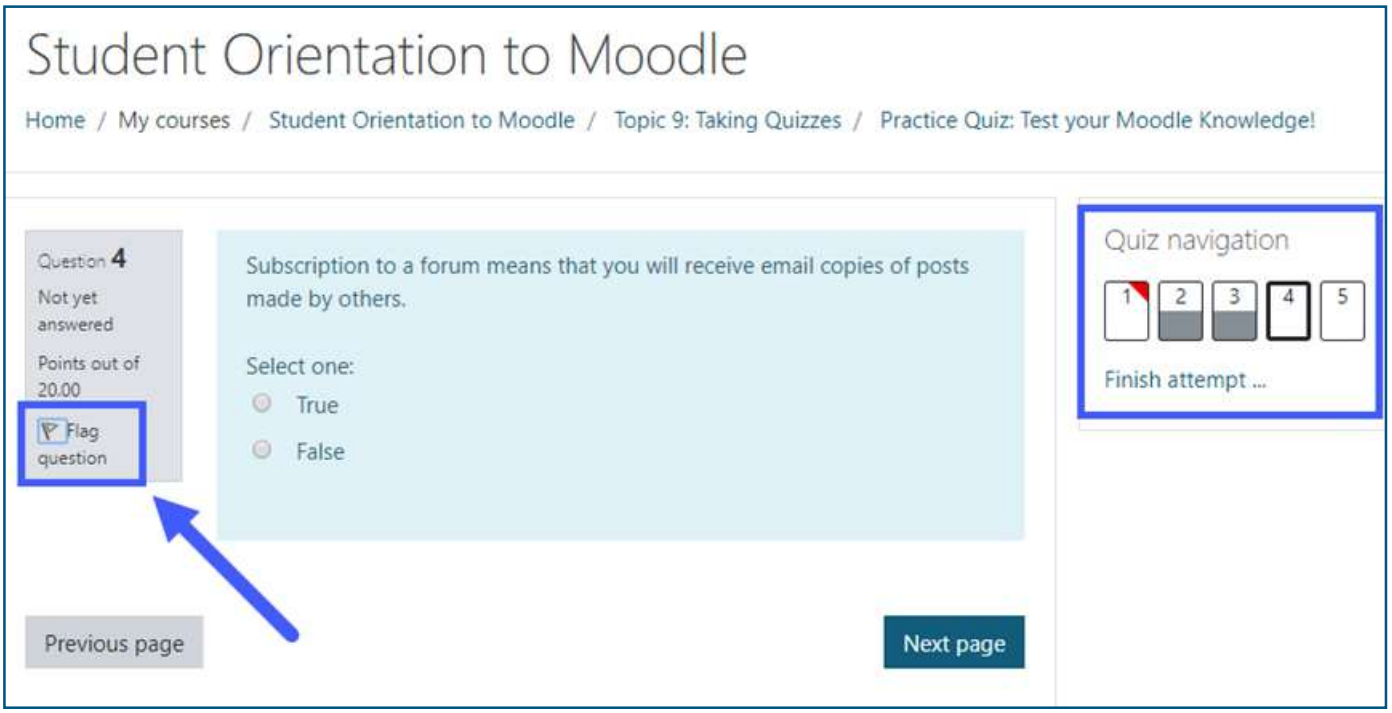


Fig 11. Flag question button and Quiz navigation block showing flagged and completed questions.

6. Once you have completed the quiz click the **Finish attempt** button.
7. Click the **Submit all and finish** button or **Return to attempt**
8. Click the **Submit all and finish button** or **Cancel** button in the Confirmation pop-out box.
9. Review your answers on the Summary screen and click **Finish review** to receive your grade.
10. Click **Re-attempt quiz** button if this option is available and you would like another attempt.

2.3 Using Forums

1. To start a post in a discussion forum, click the link to the discussion topic (fig 12).
2. Click the **Add a new discussion topic** button (fig 13).
3. Write your post and scroll down to click the **Post to forum** button.
4. Click the **Subscribe** radio icons to unsubscribe to individual threads and turn off notificationswhen a new thread is posted (fig 13).
5. Alternatively, you can click the **Gear menu** icon in the upper right corner of the screen to adjust form subscription settings (fig 13).
6. To **Star** a post, click the star icon to the left of the user's name or click the ellipses next to the Subscribe icon (fig 13).
7. To reply to a post click the title of the discussion from the Discussion list and click **Reply**. Click **Submit** when completed.

Fig 12. Link to a Discussion forum

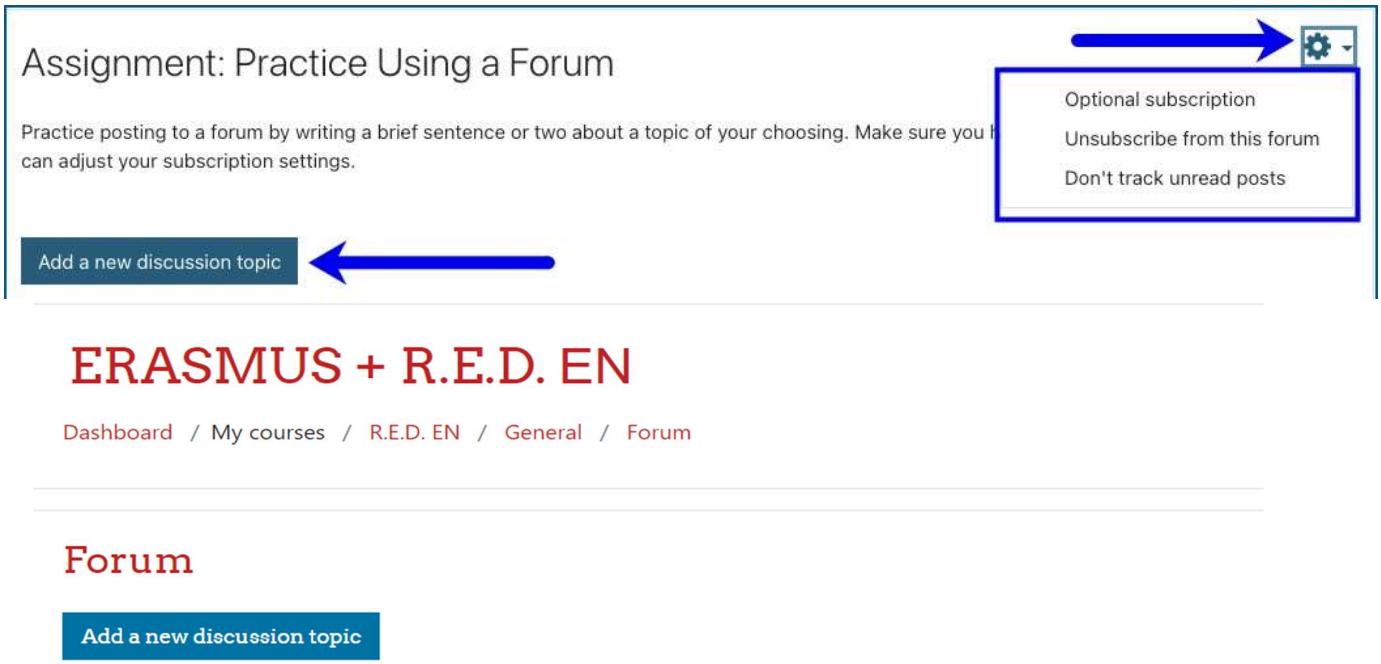


Fig 13. Add a new discussion topic button, Subscribe icons, Star a post, and Gear menu dropdown subscription options.

2.4 Submitting an Assignment

There are two ways to submit written assignments in Moodle depending on how your instructorhas set up the assignment:

- **Online text**: You can type your assignment directly into the *Text editor* and submit for grading.
- **File submissions**: You can upload files of any type your instructor requests and include a note to your teacher in the text editor before submitting the assignment.

To begin an assignment submission, click the link to the assignment, then click the **Add submission**button. To submit a text assignment, simply type in the text box and click the **Save changes** button when you are finished.

To submit a file:

1. Click the **Add File icon** in the upper left corner of the file submissions box or drag and drop thefile into File submission box (fig 14).
2. Click the **Upload a file** link in the File picker box then click the **Choose file** button (fig 15) and select the file to upload, click **Open**, then click the **Upload this file** button and click **Savechanges** (fig 15).
3. You then have the option to **Edit submission, Remove submission** or **Submit the assignment** (fig 16).
4. Click the **Continue** button for final submission or Cancel to start over (fig 17).

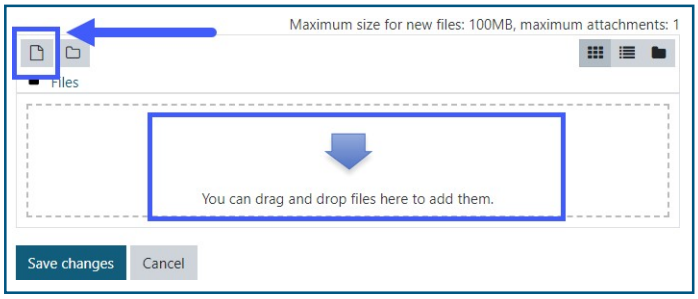


Fig 14. Click the Add file icon or drag and drop a file to upload.

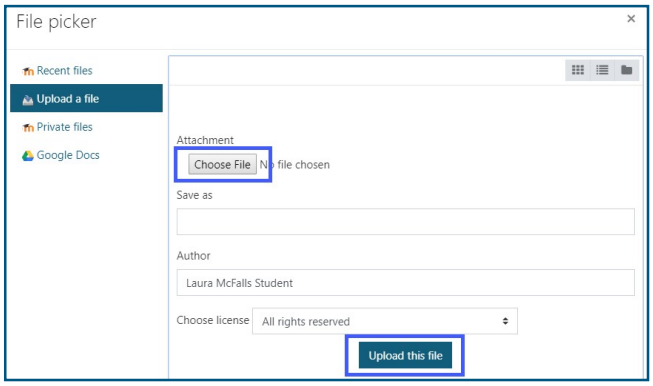


Fig 15. Click Upload a file link and then the Choose File button.

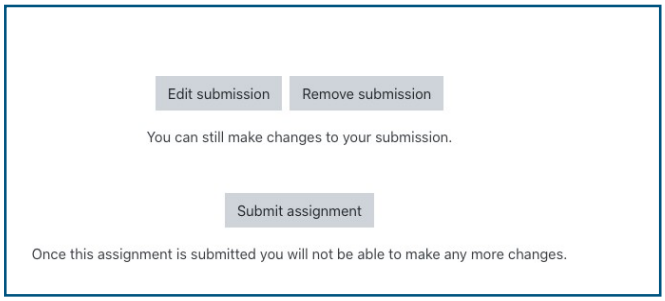


Fig 16. Edit, Remove, and Submit assignment buttons.

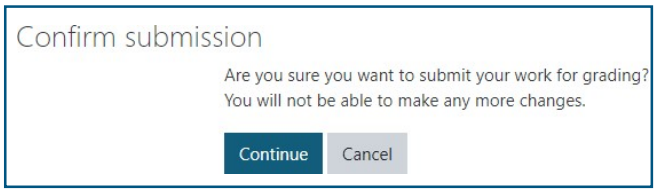


Fig 17. Continue for final submission or Cancel to start over.

2.5 Viewing your Grades

In order to check your grades, you will need to locate the **Navigation drawer** on the left side of thescreen. If you are unable to view your Navigation drawer see page 3 for instructions.

1. Click on the name of the course link in the Navigation drawer under My courses (fig 18).
2. Click on the **Grades** link (fig 19).
3. Click the **User report** link which lists individual assignments and their grades (fig 20).

Note: Some grades may be hidden by your instructor, in which case they will not be included in the overall average. Additionally, if a grade is given a scale value rather than a numerical one, it willbe listed as either Complete or Incomplete. The grade Range is the range between the lowest and highest grade you can make, not the actual grade awarded for an assignment.

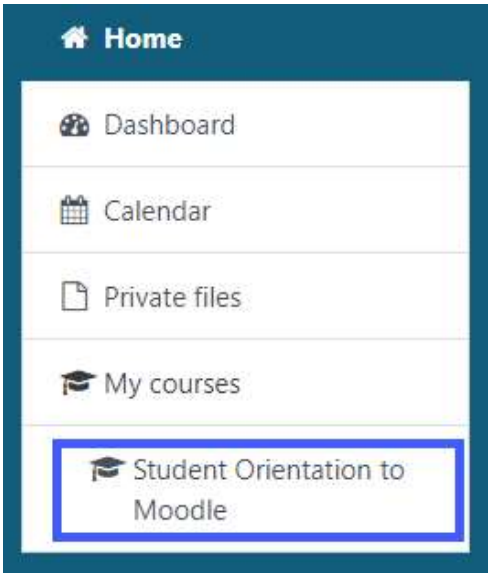


Fig 18. Choose course to view grades

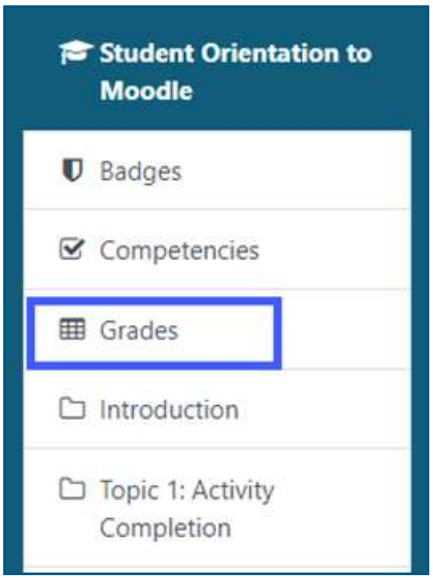


Fig 19. Click Grades link

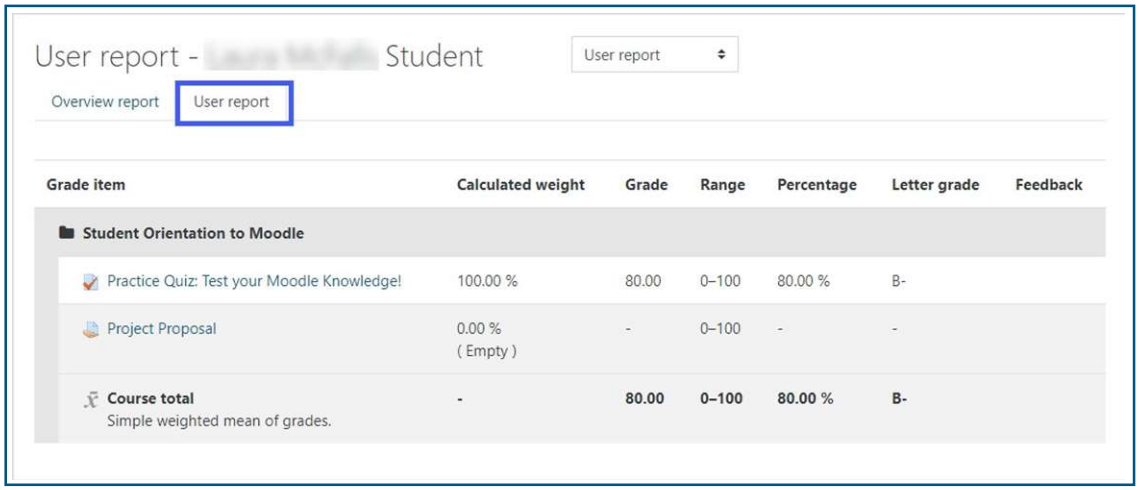


Fig 20. Click User report link to view grade details.

2.6 Activity Completion

This feature allows you to easily keep track of your course progress. Activity Completion allows for a check mark to be placed in the box when an activity is considered complete. If the lines of thebox are dashed, then the check mark will be added automatically once all parts of the activity are
completed. If the box is a solid line, then a check mark can be added manually by clicking on the box
(fig 21).

Note: Contact your instructor if you feel you have completed the activity requirements but do nothave a check mark in the dashed box.

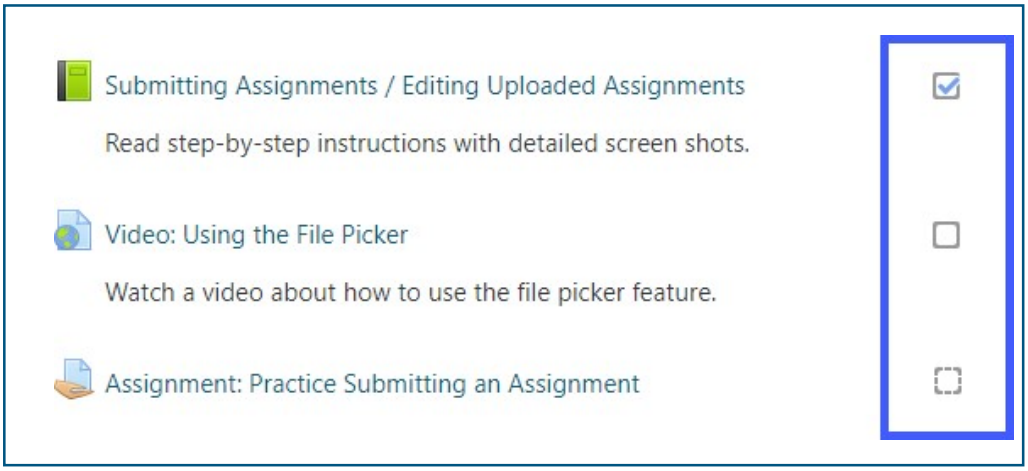


Fig 21. Automatic and manual activity boxes shown with solid and dashed lines next to activitiesand resources in a course.

2.8 Using Moodle Messaging

This feature allows teachers and students to send and receive private messages in Moodle. To access messaging click the **message cloud icon** in the upper right corner of the Moodle screen nextto your name.

- A number at the top of the screen reflects the number of people who have sent new messages.
- Clicking the icon displays the messaging drawer, divided into starred messages, groupmessages and personal messages.
- Contacts and contact requests may be accessed from the Contacts link.
- A star may be added by clicking the ellipses icon when viewing a message.
- You may update your notification preferences by clicking the **gear menu icon** in the messagingdrawer next to the search box.

★ **Watch the video**: Messaging by Learn Moodle Basics 3.7

2.9 Logging into Microsoft Office in Moodle

Moodle now has Office 365 integration that will appear in a block on the right side of your Dashboard

1. Click the **Connect to Office 365** link (fig 22).
2. Click the **Manage Connection** link on the right side of the Office 365 / Moodle Control Panelsection (fig 23).
3. Click the **Link your Moodle account to an Office 365 account** (fig 24).
4. Enter your Wake Tech email address to connect to the WTCC login page (fig 25).
5. Enter your WTCC email address and password to login and finish connecting Office 365. Youshould only need to login in once (fig 26).

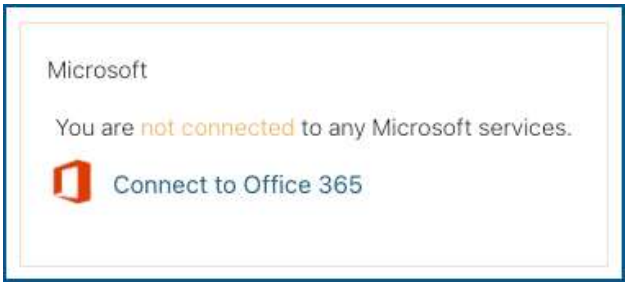


Fig 22. Connect to Office 365 link

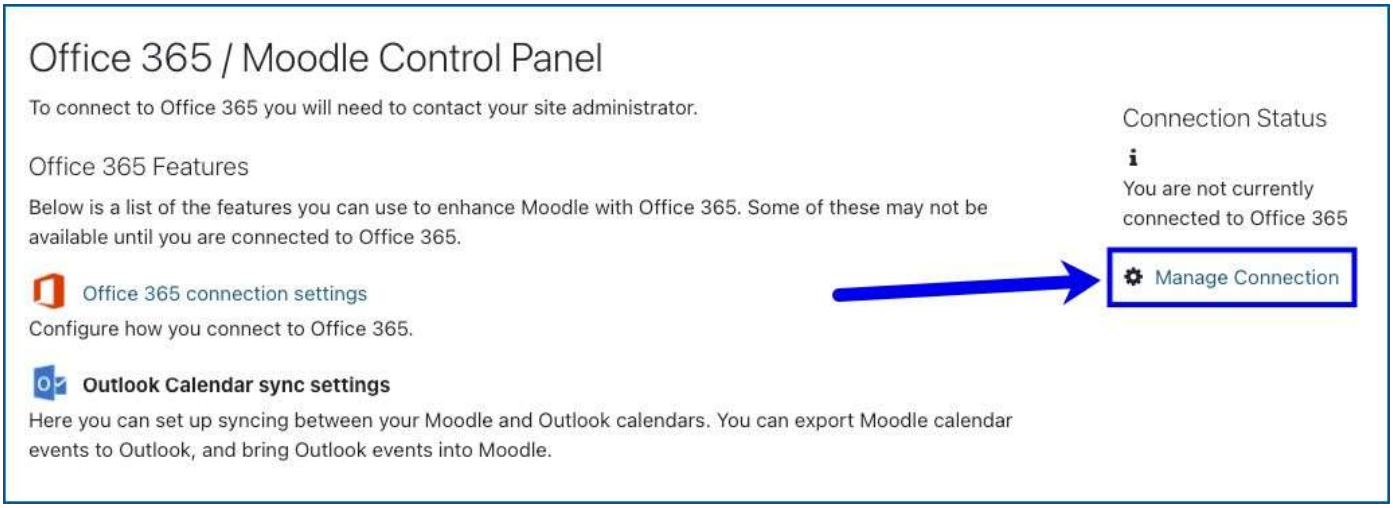


Fig 23. Manage Connection link

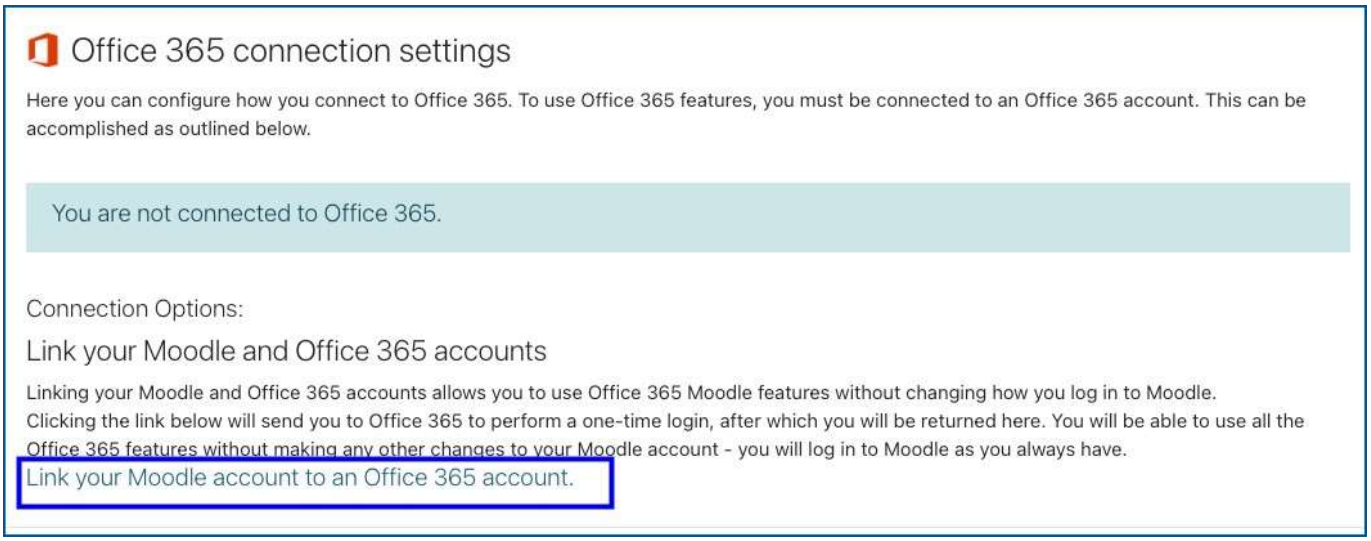


Fig 24. Link your Moodle account to an Office 365 account

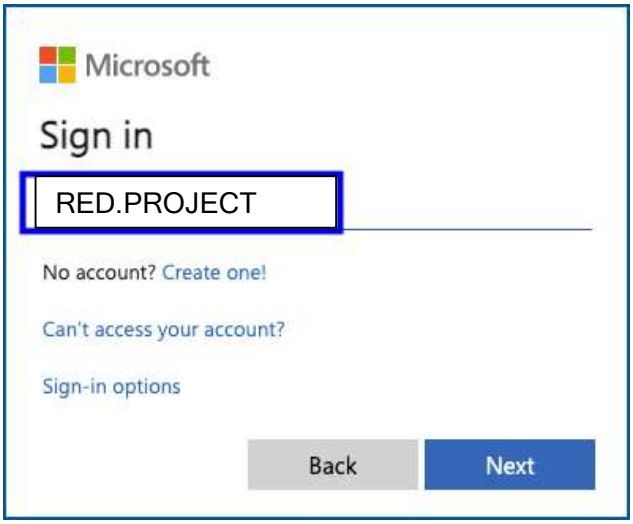


Fig 25. Enter your email to connect to Microsoft

REFERENCES - GUIDES-VIDEOS

- *OFFICIAL TUTORIAL VIDEOS FOR MOODLE : https://www.youtube.com/c/moodle/videos*
- *https://www.youtube.com/watch?v=ZsNK44EqRkg*
- *https://docs.moodle.org/35/it/Pagina_principale*
- *Guida rapida Utenti : https://docs.moodle.org/35/it/Guida_rapida_Utenti*